**VACANCY ANNOUNCEMENT**

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| **BUREAU/SERVICE:** | Department of Education – Region IX |
| **DIVISION/UNIT:** | Division of Zamboanga Sibugay  |
| **POSITION PROFILE** |
| **Position:** Administrative Officer II | **Salary Grade:** 11**Monthly Salary: ₱ 23, 877.00** |
| **Item No.:**ADOF2-570057-2021 , ADOF2-570058-2021 ,ADOF2-570059-2021ADOF2-570060-2021 , ADOF2-570061-2021 ,ADOF2-570062-2021ADOF2-570063-2021 , ADOF2-570064-2021 , ADOF2-570065-2021ADOF2-570066-2021 , ADOF2-570067-2021 , ADOF2-570068-2021ADOF2-570069-2021 , ADOF2-570070-2021 , ADOF2-570071-2021ADOF2-570072-2021 , ADOF2-570073-2021 , ADOF2-570074-2021 ,ADOF2-570075-2021 , ADOF2-570076-2021 , ADOF2-570077-2021 ADOF2-570078-2021 , ADOF2-570079-2021 , ADOF2-570080-2021ADOF2-570081-2021 , ADOF2-570082-2021 , ADOF2-570083-2021ADOF2-570084-2021 , ADOF2-570085-2021 , ADOF2-570086-2021ADOF2-570087-2021 , ADOF2-570088-2021, ADOF2-570089-2021ADOF2-570090-2021 , ADOF2-570091-2021 , ADOF2-570092-2021ADOF2-570093-2021 , ADOF2-570094-2021 , ADOF2-570095-2021ADOF2-570096-2021 , ADOF2-570097-2021 , ADOF2-570098-2021ADOF2-570099-2021 , ADOF2-570100-2021 , ADOF2-570101-2021ADOF2-570102-2021 , ADOF2-570103-2021 , ADOF2-570104-2021 | **Other Incentives/Bonuses:*** Monthly Economic Relief Allowance
* Mid-year bonus
* Productivity Enhancement Incentive
* Clothing Allowance
* Cash Gift
* Year-end bonus
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| **JOB DESCRIPTION** |
| This position is responsible for the implementation of an effective and efficient administrative support functions particularly on personnel administration , property custodian ship, financial – related task. |
| **QUALIFICATIONS** |
| Education | Bachelor's degree relevant to the job |
| Experience | None Required |
| Training | None Required |
| Eligibility | Career Service (Professional) Second Level Eligibility |
| Competencies | Proficient in the use of MS Office, Self Management, Results Focus, Teamwork |

**APPLICATION PROCEDURE**

1. **Submit** the following documentary requirementsto the Personnel Section through the Records Section or send all their scanned pertinent documents through [**https://bit.ly/3kLYPVA**](https://bit.ly/3kLYPVA) on or before **October 11, 2021 (Monday)**:
	1. Letter of Intent (addressed to **Dr. Jeanelyn A. Aleman, CESO VI**, OIC – Schools Division Superintendent). **Kindly include the position with the corresponding school/office, you are applying for**.
	2. Duly accomplished Personal Data Sheet (CSC Form 212 Revised 2017) and Work Experience Sheet. *You may download these forms at* [*http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html*](http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html)
	3. One (1) Copy of Eligibility (for CSC Sub-professional, Professional, and other related eligibility) or Copy of PRC License with Documentary Stamp (for relevant position/s).
	4. Photocopy of the **latest** Transcript of Records
	5. Photocopy of the **3 Performance ratings** for the **last 3 rating periods**
	6. Certificates of **relevant trainings** and **seminars** attended,
	7. Certificates of outstanding accomplishments **(Outstanding Employee Award, Innovations, Research and Development Projects, Publications/Authorship, and Consultant/Resource Speaker)**

**NOTE: INCOMPLETE AND LATE SUBMISSION OF DOCUMENTS WILL NOT BE GIVEN FAVORABLE ACTION**

**The Department of Education-Zamboanga Sibugay adheres to the existing general policy of no discrimination based on gender, civil status, disability, religion, ethnicity or political affiliation.**

***\* Image files will NOT be accepted by the form. Please convert your files to PDF format before you proceed.***

***\*\* If the link does not redirect you to the online application form, please type the address manually.***